

<p style="text-align: center;">CITY OF BEAVERTON Executive Director -- Arts Commission</p>
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General Summary

Manage the programs of the Beaverton Arts Commission (BAC). Supervise volunteers and interns involved in the programs and services to the community. Provide support to the BAC Board of Directors and committees in the development, planning and implementation of cultural programs and in fundraising.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Manage program operations. In conjunction with the BAC Board of Directors, develop, review, approve and implement program work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the department management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Manage interns and volunteers to ensure program goals and objectives are met. Schedule, assign and review work. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees and volunteers. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary process according to City policy.
3. Research, develop and recommend new programs or program improvements. Implement new programs.
4. Serve as liaison with BAC or other City boards and commissions. Recruit BAC members, volunteers, contractors and interns.
5. Plan, develop and conduct department, City, volunteer or citizen training necessary to accomplish program goals.
6. Prepare, recommend and monitor program budget. Provide explanation for variances.
7. Serve as liaison between the BAC and the Mayor and Assistant to the Mayor. Prepare written reports.
8. Research and write grant applications. Monitor and administer grant and contract funds. Develop additional funding sources. Advise and assist BAC with all corporate and small business fund-raising efforts and membership drives.
9. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.

10. Promote and market programs. Provide positive public relations and customer service. Coordinate with other City departments, other agencies, school districts, businesses and housing complexes. Develop and design materials to promote program area. Represent program in events.
11. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
12. Produce an acceptable quantity and quality of work that is completed within established timelines.
13. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
14. Represent program and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
15. Provide employees and volunteers with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees and volunteers are held to departmental safety and loss control standards.
16. Participate in the City Emergency Management program including classes, training sessions and emergency events.
17. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
18. Follow standards as outlined in the Employee Handbook.
19. Actively promote and support diversity in the workplace through volunteer recruitment, staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of practices and principles of administration of cultural arts programs.
- ◆ Working knowledge of the laws and regulations governing cultural arts programs.
- ◆ Working knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Advanced knowledge of strategic planning methods with an emphasis on services related to cultural arts programs, volunteer programs and community events.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.

- ◆ Working knowledge of human resources management practices.

Skills/Abilities Required

- ◆ Advanced skill in conceptual analysis and policy/program development and implementation.
- ◆ Advanced ability to successfully manage the operations and budget of a program.
- ◆ Advanced ability to successfully administer contracts and grants.
- ◆ Advanced ability to monitor and evaluate programs.
- ◆ Advanced ability to facilitate group processes.
- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Advanced ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Advanced ability to demonstrate leadership behavior to volunteers, employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Advanced ability to build consensus and resolve conflicts.
- ◆ Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to apply and to coach volunteers and employees on excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- ◆ Strong ability to use word processing and spreadsheet programs and other software applications as required for position.

Minimum Qualifications Required for Entry

Bachelor's degree in fine art, humanities, or related field, and 5 years experience in administration of a similar cultural arts program, including some experience in a supervisory or management role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar device; regular dealing with distraught or difficult individuals; frequent telephone work; occasional lifting and transporting items up to twenty pounds; regular attendance at meetings or activities outside of normal working hours; weekly operation of a motor vehicle on public roads.

Classification History

As of 10/97: Executive Director of Beaverton Arts Commission (BAC)

Revised: 1/98

New class specification title 1/98: Executive Director – Arts Commission

Revised: 11/04

Revised: 1/1/09

Status: M2

FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date